

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR IV –
Unit Maintenance Supervisor

SALARY GROUP: B20

DEPARTMENT: Facilities Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Clyde Armstrong DATE: 10/14/2015

POSITION #: 022531

I. JOB SUMMARY

Performs complex administrative and supervisory program work. Work involves establishing program goals and objectives; developing program guidelines, policies, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing budget requests; coordinating program activities; and assigning and supervising the work of others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Plans, implements, coordinates, monitors, and evaluates unit maintenance projects; develops and recommends program guidelines, policies, procedures, rules, and regulations; conducts inspections of unit maintenance work and construction projects to determine compliance with applicable codes, laws, rules, and regulations; and reports inspection findings to staff and management.
- B. Oversees the work of unit maintenance and construction program staff; reviews work requirements; coordinates work and advises management on specifics of proposed and ongoing unit and facility maintenance and construction projects; coordinates work assignments with other supervisors to ensure efficient and effective use of all resources; and ensures projects are planned, executed, and documented in compliance with agency policies and procedures.
- C. Confers with program staff on unit maintenance and construction project issues and problems to identify and implement solutions; and ensures compliance with applicable safety rules, regulations, and standards.
- D. Develops and maintains project records, documents, and files in compliance with agency policies and procedures; prepares program budget requests to include availability of materials, equipment, and supplies; and prepares and reviews reports detailing maintenance and construction activities, quality assurance, and work progress.
- E. Assigns and supervises the work of others; and provides training and technical assistance in the program area.
- F. Assists in maintaining security of assigned offenders.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED.
2. Seven years full-time, wage-earning facilities maintenance or construction experience. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for each year of experience on a year-for-year basis for a maximum of three years.
3. Two years full-time, wage-earning experience in the supervision of employees or offenders.
4. Water or wastewater plant operations or maintenance experience preferred.
5. Current Texas Commission on Environmental Quality (TCEQ) water or wastewater license preferred.

B. Knowledge and Skills

1. Knowledge of maintenance and construction codes, regulations, and standards.
2. Knowledge of construction and facility maintenance policies, procedures, and operations.
3. Knowledge of applicable state and federal laws, rules, regulations, codes, and statutes.
4. Knowledge of construction practices, materials, plans, and specifications.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill in the use of test instruments and equipment.
7. Skill to read and interpret blueprints, drawings, plans, and specifications.
8. Skill to communicate ideas and instructions clearly and concisely.
9. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
10. Skill to interpret and apply rules, regulations, policies, and procedures.

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11. Skill in administrative problem-solving techniques.
12. Skill to review technical data and prepare technical reports.
13. Skill to organize maintenance and construction programs and projects.
14. Skill to develop and evaluate administrative policies and procedures.
15. Skill to assign and supervise the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, excessive cold, excessive or intermittent noise, constant noise, dust, fumes, smoke, gases, silica, asbestos, working on ladders or scaffolding, working below ground, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, test instruments, amp probe, multimeter, drill press, router, pipe threading machine, welding machines, vacuum pumps, sewer clean out machine, table saw, radial arm saw, power saws, grinders, rotary hammer, hammers, wrenches, screw drivers, pliers, assorted hand tools, laundry and food service equipment, and automobile.